**ANNEX I: APPLICATION FORM**

**CityNet Cluster Call for Proposals**

**DEADLINE: July 28, 2017**

Before completing this form, please carefully read the Call for Proposals guidelines.

**SUBMISSION:** Please submit all applications and attachments via email to programs2@citynet-ap.org; jaehyun@citynet-ap.org

An application will be accepted only if

* All documents are fully completed and returned by the deadline, late applications will not be selected;
* The application is duly signed by the person authorized to enter into legally binding commitments on behalf of the applicant party;
* The application meets the submission arrangements set out in the call for proposals.

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| **PROPOSAL SUMMARY** |
| **Project Title:** |  |
| **Project Location:** |  |
| **Name of Applicant City/Org:** |  |
| **Other CityNet members involved in the project:** |  |
| **Project Period:** | *From (mm/2017): To (mm/2018):* |
| **Total Amount Requested (USD):** |  |

**PROJECT DETAILS[[1]](#footnote-1)**

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| **DESCRIPTION OF THE ACTION** |
| **Project Title:***(this should be clear and concise)* |  |
| **Describe the short term goals that the project will achieve:** |  |
| **Describe the long term goals that the project will achieve:** |  |
| **State the outputs (deliverables) to be produced in order to achieve the purpose:***For example: 2 toilets, 50% less open defecation, report on toilet practices in Asia, joint work plan, etc.* |  |
| **Background/Current Situation:***In your own words, briefly describe the relevance of this activity for the cluster and for cities in Asia-Pacific in general.* |  |
| **Intended Beneficiaries:***Specify how many people will directly and indirectly benefit. Example: 500 men 750 women.* |  |
| **Describe the main activities planned to achieve the outputs:***Describe the planned activities and where and when they will be implemented (more detail should be provided in the work plan).*  |  |
| **Project Partners (roles and responsibilities):***Specify the potential project partners, explaining the role and contribution of each player, and who will provide the complimentary funds for the project.* |  |
| **Monitoring and Evaluation:***Explain how you will monitor and evaluate the progress of the project.* |  |
| **Sustainability:***Explain how the results of the action will continue after completion.*  |  |
| **Scalability and Replication:***Briefly describe if and how the project can be scaled up or replicated in another city.* |  |

\*You can use extra paper if necessary

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| **BANK DETAILS***Please provide your bank details in case your proposal is successful. Please note that nominated bank accounts must be able to easily receive US$ via international bank transfer.*  |
| **Bank Name:** |  |
| **Bank Address:** |  |
| **Swift Code:** |  |
| **Account Number:** |  |
| **Account Name:** |  |
| **ENDORSEMENT BY LOCAL GOVERNMENT***Proposal must be endorsed by the mayor of the applicant. If the proposal has been submitted by a NGO or CBO, it must receive the full endorsement of the local government as well.* |
| Endorsing City/Local Government: |  |
| Responsible Official (Title): |  |
| Responsible Official (First Name): |  |
| Responsible Official (Last Name): |  |
| Responsible Official (Position/function): |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Signature: |  |
| Date: |  |
| **PROJECT FOCAL POINT***Please provide the details of the focal point whom CITYNET should contact regarding the project’s day-to-day management.* |
| City/Organization: |  |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Position/function: |  |
| Address: |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Signature: |  |
| Date: |  |
| **DECLARATION***I, the undersigned, being the person authorized to enter into legally binding commitments on behalf of the applicant party and responsible for the proposed action, certify that the information given in this application is true and correct.* |
| Date of Submission: |  |
| City/Organization: |  |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Position/Function: |  |
| Address: |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Signature: |  |
| Date: |  |

1. Be clear and concise as possible when elaborating project ideas. [↑](#footnote-ref-1)